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**TO: Economic Support Supervisors
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Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility
Division of Health Care Financing**

BHCE/BWP OPERATIONS MEMO

No: 04-52

DATE: 10/13/2004

FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/> ★			

PRIORITY: HIGH

SUBJECT: Priority Service and Expedited Issuance of Food Stamp Benefits

CROSS REFERENCE: Operation Memo-04-29
Food Stamp Handbook 21.01.06

EFFECTIVE DATE: October 15, 2004

PURPOSE

This memo outlines the changes made to CARES to properly determine Expedited Food Stamp (FS) benefit issuance when available assets exist.

BACKGROUND

Expanding broad based categorical eligibility to most FS households removed the need to collect asset information when determining eligibility for benefits. The new policy disregards any asset information entered into CARES on the Application Entry (AE) asset screens AALA, AAJA, etc. in the eligibility determination for households that meet this requirement. However, to properly determine whether a household qualifies for priority service and/or expedited issuance of FS benefits, asset information must still be gathered. CARES has been reprogrammed to properly capture and apply asset availability in the determination process for priority service and/or expedited issuance when the asset information is entered on the Priority Service screens CRES/ACPS.

POLICY

Expedited Issuance refers to how quickly CARES will issue food stamp benefits once the case is confirmed eligible. Expedited benefits will be issued the same day or the next business day following confirmation in CARES.

Priority Service refers to whether or not a person should be interviewed the same day or the next working day from the filing date.

A person may be eligible for priority services and expedited issuance if:

1. The total monthly gross income and available assets are less than the monthly costs for utilities and rent or mortgage; or
2. Their gross monthly income is less than \$150 and they have \$100 or less in available liquid assets; or
3. Their household includes a migrant/seasonal farm worker, their liquid assets are less than \$100, the source of their income is from a terminated source and they don't expect to receive more than \$25 from a new source in the next ten days

Asset information must be collected in order to determine if the household meets the criteria for priority service or expedited issuance. The asset information does not need to be verified. If a food unit is eligible for expedited benefit issuance, it must only provide verification of identity of the primary applicant before the expedited benefits can be issued.

PROCESS CHANGE

Effective October 15, 2004 CARES will use asset information entered on CRES/ACPS, (the priority service screens) to determine eligibility for expedited issuance. These screens are scheduled in the Client Registration (CRES) and Application Intake (ACPS) driver flows when FS are requested. A new ACPS screen is also scheduled anytime a new FS request is made on a case that is open for other programs. Information entered on CRES during Client Registration will auto populate on ACPS during Application Intake. The information can be updated on ACPS if new information is reported during the application interview. Workers can also tran back to ACPS to adjust the information anytime during the interview.

ACPS	PRIORITY SERVICE INTERVIEW DETERMINATION	09/02/04 14:25
AGENCY: 40	LAST UPDATED: 03 04 04	XCTG04 P KIERN
RFA/CASE NUMBER: 3118347333	RFA DATE: 03 01 04	STATUS: OPEN
INFORMATION PROVIDER: MARIA	M NEGRON	
HAVE YOU RECEIVED FS FOR THIS MONTH? (Y/N): N		
IF YES, - ARE YOU CURRENTLY RESIDING IN SHELTER FOR BATTERED WOMEN? (Y/N): N		
ARE YOU HOMELESS? (Y/N): N		
PRIORITY SERVICE DETERMINATION DATE: 03 01 2004		
HOUSEHOLD MONTHLY GROSS INCOME: 506.00	MONTHLY UTILITIES:	
LIQUID ASSETS: 500.00	MONTHLY RENT/MTGE:	
TOTAL HOUSEHOLD RESOURCES: 506.00	TOTAL SHELTER COSTS:	0.00
DESTITUTE HOUSEHOLD (MIGRANT/SEASONAL FARM WORKER ONLY - EXCLUDES FARMERS)		
ARE YOU A MIGRANT/SEASONAL FARM WORKER? (Y/N)	:	N
HAS YOUR SOURCE OF INCOME BEEN TERMINATED? (Y/N)	:	N
WILL YOU RECEIVE MORE THAN \$25 FROM A NEW SOURCE	:	
IN THE NEXT 10 DAYS? (Y/N)	:	
NEXT TRAN: _____	PARMS: 3118347333	N

NOTE ➤ Remember to ask about household liquid assets at the time of application for FS. Check the information on CRES/ACPS to ensure correct eligibility determination for priority service and/or expedited issuance.

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.